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**NASSAU COUNTY****Title : ASSISTANT SCHOOL LUNCH  
MANAGER****SCHOOL DISTRICTS  
CLASS SPECIFICATION****Code: 610080 1EA  
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Competitive****GENERAL STATEMENT OF DUTIES**

Assists in administering the school lunch program in a large school district; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under direct supervision, this is an important supervisory position in relieving the school lunch manager of the heavy amount of detail work in administering a school lunch program. Employees in this class participate in all areas of administration and act as liaison between schools and school lunch manager.

**TYPICAL DUTIES**

1. Assists in the supervision of all food service personnel in the district.
2. Acts as liaison between school and school lunch manager.
3. Assists in planning menus, purchase of food and equipment.
4. Assists in preparation of budget, state reports and other clerical work.
5. Relieves in kitchen in absence of cook-manager, cashier, etc.
6. Visits schools in district to check on maintenance of standards and uniformity of procedures.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Knowledge of the fundamentals of nutrition and their application to a school lunch program.
2. Knowledge of the principles and practices of large quantity food preparation.
3. Ability to supervise the work of others.
4. Ability to keep records and aid in submitting reports.
5. Ability to understand and carry out oral and written directions.
6. Neat personal appearance, tact, resourcefulness, good physical condition.

**MINIMUM QUALIFICATIONS****Training and Experience**

Graduation from high school  
and

Completion of two years of training at a technical institute or at a regionally accredited or New York State registered college or university with specialization in dietetics, nutrition or institution management  
and

Two years of experience involving the preparation of food on a large scale.

**NOTE:** Experience, as outlined above, in excess of the two-year requirement, may be substituted for education on a year-for-year basis up to a maximum of four